



Office of the Clerk

Sana G. Booker, Clerk
222 N. Chauncey Avenue, Room 101
West Lafayette, Indiana 47906
765.775.5150
Fax: 765.807.0229
clerk@westlafayette.in.gov

Memo To: Board of Public Works and Safety
From: Sana Booker, Clerk
Date: January 12, 2016
Subject: New Hire, Part-Time Administrative Assistant

I request that the Board approve the hire of Lindsey Strawser for the position of a regular part-time Administrative Assistant in the Clerk's office effective January 12, 2016. Ms. Strawser will work 24 hours a week at a rate of \$14.00 per hour.

Thank you,


Sana G. Booker
Clerk

cc: Diane Foster, Human Resources
Nicole Stocks, Payroll Administrator